

MAR 12 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Processing of Personnel for Overseas Movement

REFERENCE: Memorandum 5 February 1953 from Chief, O&M Services to ID/A, subject "Processing Transfer of Personnel from Central Processing Branch (PDC) to Passenger Movement Branch of Transportation Division (P&SO)."

1. The Personnel Office does not concur in the attached proposal of the Chief, O&M Service whereby definitions of "technical" and "non-technical and administrative" functions of the transportation aspect of overseas movement of personnel would be established; and that four present members of the Central Processing Branch of the Personnel Office be transferred to the Transportation Division, P&SO.

2. By memorandum dated 30 December 1952 addressed to the undersigned, the A-ID/A directed that the Personnel Office submit its recommendations for the solution of the entire problem which has confronted the ID/A through reports of insufficient briefing, mis-shipment of household goods, improper processing of dependents, or otherwise poorly managed overseas movements of individuals and their baggage. Pursuant to that directive, this Office has conducted a survey of the entire situation. It is our considered opinion that the entire central processing organization should be under the operation and control of the Personnel Office and that the T/O and functions of the Passenger Movement Branch of P&SO should be transferred to the Personnel Office. The study which was made by O&M Service addressed itself primarily to the transportation aspects. The study which was made by this Office addressed itself to the entire problem. Two men cannot push the same wheelbarrow, and that in effect is what the O&M proposal would provide. Preparation and processing of individuals for overseas movement must be done under one directing force if it is to be done efficiently and at the least expenditure of time and effort to the operating office, the traveller, and the central processing organization.

3. In its consideration of the problem, the Personnel Office has determined that by transferring the transportation function to Personnel, five positions could be eliminated immediately at a savings of approximately \$22,000 annually and that further savings may be realized through the development of "generalist" rather than continuing to utilize "specialist" personnel in the processes involved. Aside from these monetary savings, we are convinced that the whole operation will function much more smoothly and with better service being provided the customers involved.

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4. Our prime reason for recommending the operation of the central processing organization as a part of the Personnel Office is that we feel the function is of a personnel type. If, however, our recommendation cannot be favorably considered, we strongly recommend that the functions be kept together regardless of their organizational location.

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Assistant Director (Personnel)

1 Attachment

O&M Study

OPD/CWC:sm (11 Mar 53)

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